

<b>Management System:</b> Safety and Health			
<b>Subject Area:</b> Emergency Management & Continuity of Operations			
<b>Procedure: Hazardous Material Program Planning</b>			
<table border="1"><tr><td><b>Issue Date and Revision Number:</b> 08/03/2012    0</td><td><b>Lead Subject Matter Expert:</b> Greg Campbell</td><td><b>Management System Owner:</b> John Sattler</td></tr></table>	<b>Issue Date and Revision Number:</b> 08/03/2012    0	<b>Lead Subject Matter Expert:</b> Greg Campbell	<b>Management System Owner:</b> John Sattler
<b>Issue Date and Revision Number:</b> 08/03/2012    0	<b>Lead Subject Matter Expert:</b> Greg Campbell	<b>Management System Owner:</b> John Sattler	

## 1.0 Applicability

This procedure is applicable to Environmental Management Consolidated Business Center Emergency (EMCBC) Management Program Representatives, Public Information Officers (PIO), Site/Field Element Managers or Federal project Directors and their designees who are responsible for hazardous material emergency management program establishment and maintenance.

## 2.0 Required Procedure

Each EMCBC site/facility must have an Operational Emergency Base Program that provides the framework for response to serious events involving health and safety, the environment, safeguards, and security. Based on the findings of the Hazards Surveys and Emergency Planning Hazard Assessments (EPHAs), an Operational Emergency Hazardous Material Program may be required. The Hazardous Material Program adds to the Base Program and ensures the program is commensurate with the hazards identified.

The steps below address the requirements for establishing an Operational Emergency Hazardous Material Program in addition to the Base Program requirements. Additional information for specific roles can be found in the EMCBC Functions, Responsibilities and Authorities Document, PD-411-01, Rev 2.

<b>Step 1</b>	<p>The Emergency Management Program Representative reviews:</p> <ul style="list-style-type: none"><li>• Facilities and procedures to establish an Emergency Operations Center (EOC) and alternate EOC (may collocate with the contractor) (if applicable).</li><li>• Emergency plan implementing procedures for timely and accurate emergency classification, notification, and reporting of emergency events that are further classified (i.e., Alert, Site Area Emergency, General Emergency).</li><li>• The EPHA determination of the size of the Emergency Planning Zone (EPZ).</li></ul>
---------------	---

	<ul style="list-style-type: none"> <li>Site/facility-specific Emergency Actions Levels (EALs) developed for the spectrum of potential Operational Emergencies identified by the EPHAs and the EAL protective actions.</li> </ul> <p><b>NOTE:</b> Exhibit 1, EPHA Technical Review shall be used to provide quantitative analysis of the Site/Project EPHA.</p>
<b>Step 2</b>	<p>The local Public Information Officer for the Site Office reviews:</p> <ul style="list-style-type: none"> <li>The public information program that encompasses the Small Site Manager and contractor responsibilities.</li> <li>Coordinate technical emergency management program content with the Emergency Management Program Representative.</li> <li>The material to ensure it is current and is maintained to provide information to the public and media during an emergency.</li> <li>Facilities and procedures to establish a Joint Information Center (JIC) or provide representation. (If applicable).</li> </ul> <p><b>NOTE:</b> If the small site has no PIO, the EMCBC Emergency Management Program Representative will support and/or coordinate the effort.</p>
<b>Step 3</b>	<p>The Public Information Officer will document the results of emergency public information program assessments and reviews, reports the results to the Site Manager and the contractor, and tracks the corrective actions.</p>
<b>Step 4</b>	<p>Properly delegated EMCBC Small Site/Field Element Manager will/shall:</p> <ul style="list-style-type: none"> <li>Approves the annual exercise documentation (exercise package) and submits the approved exercise package to EM Headquarters (HQ) and Director, DOE HQ Office of Emergency Operations for information, <b>preferably 30 calendar days prior to the exercise.</b></li> <li>Submits exercise evaluation reports to EM HQ and Director, DOE HQ Office of Emergency Operations.</li> <li>Approves and submits the approved Emergency Planning Zones to EM HQ and Director, DOE HQ Office of Emergency Operations.</li> </ul>

### 3.0 References – Forms/Attachments/Exhibits

### 3.1 References

- EMCBC Functions, Responsibilities and Authorities Document, PD-411-01, Rev 2

### 3.2 Exhibit

- Emergency Planning Hazard Assessment (EPHA) Technical Review

## 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC organizational file plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 18-27	Emergency Planning Case Files – Emergency Plan, Public Information Plan, ERAP, EPHA , EALs, EPZ , annual exercise package reviews and Emergency Management Assessments	Office of Technical Support & Asset Management	Not Applicable

## **EMCBC RECORD OF REVISION**

**DOCUMENT TITLE:** Hazardous Material Program Planning

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I**        Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I**        Placing the words GENERAL REVISION at the beginning of the text.

<b><u>Rev. No.</u></b>	<b><u>Description of Changes</u></b>	<b><u>Revision on Pages</u></b>	<b><u>Date</u></b>
0	Initial Document		8-3-12